



ARNOLD SCHWARZENEGGER
Governor

STATE OF CALIFORNIA
HEADQUARTERS, CALIFORNIA STATE MILITARY RESERVE
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Commit the Reserve

CASR-P

25 September 2004

PERSONNEL POLICY BULLETIN 04-01 ADMINISTRATIVE PROMOTIONS

Effective 1 October 2004

1. HQ, CA SMR recognized that every promotion does not necessarily have to be submitted to go before the annual CA SMR selection board process and further, that CA SMR Regulation 600-1 has delegated promotion authority for enlisted grades, up through SSG (E-6), to the Commanding Officers of all Major Subordinate Commands (MSCs).
2. Additionally, administrative promotions are authorized for promotions from WO1 to CW2 and 2LT to 1LT.
3. In the past, these administrative promotions, along with promotions from SGT to SSG, were handled through HQ, CA SMR, G-1.
4. Effective with the issuance of this Personnel Policy Bulletin, the authority for all enlisted promotions, through the grade of SSG (E-6), is returned to the Commanders of Major Subordinate Commands.
5. Qualified officers in the grade of WO1 and 2LT that meet the requirements of CA SMR Reg 600-2, that wish to be promoted to the next higher grade, will have the following package prepared and submitted through their command channels to HQ, CA SMR, ATTN: CASR-P:
 - a. CA SMR Form 10, requesting administrative promotion of the individual,
 - b. A signed letter from the unit commander indicating the individual meets the following requirements: (1) Time in Grade, (2) height and weight standards, (3) individual has completed the Basic Orientation Course, and (4) currently occupies a TDA position which authorized the higher grade (list paragraph and line), and
 - c. Any additional documentation bearing directly on the promotability of the individual may be submitted

6. This Bulletin supersedes PPB 00-01 dated 5 August 2000, and is a supplement to CA SMR Regulation 600-1, Enlisted Personnel Management, 600-2 Officer Personnel Management and 310-10, Administrative Procedures, and will be incorporated into the net revisions of those regulations as appropriate.

7. Questions regarding this Policy Bulletin may be directed to the undersigned at HQ, CA SMR, ATTN: CASR-P.

FOR THE COMMANDER:

/s/
EMORY R. CLIFTON
COL, GS, CA SMR
Director of Personnel